



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 17332 - Analytic Methodologist - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 02/11/2019 to 02/26/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** SE/TI

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

**S&E Mission** - Strategy and Engagement sets the strategy for the future, and ensures that the IC's current focus is aligned with IC strategies to drive national security outcomes. We position the IC to achieve our future vision by leading transformative initiatives and cutting-edge research and development; supporting and spurring innovation; re-imagining data management in the digital age; establishing clear policy and direction; and actively engaging with our overseers and the public

**Transformation & Innovation** – This position is within Strategy and Engagement's Transformation and Innovation Component supporting the Strategic Initiatives Office. This role will oversee the development of innovative methodologies to track the progress and impact of the IC's Strategic Initiatives, determine when these Initiatives need to adjust focus or are ready to "graduate," and identify new potential IC Strategic Initiatives. Work with Strategic Initiative Champions to structure their plans, develop metrics to track progress, and conduct assessments to advance the Initiatives. Partner with other ODNI and IC assessment and systems analysis offices to conduct analysis to advance the Initiatives.

## Major Duties and Responsibilities (MDRs)

- Plan and manage the development and application of new or established analytical methods and tools within the component's area of focus, the Office of the Director of National Intelligence (ODNI), and across the Intelligence Community (IC) that add value, rigor, and precision to the organization's analysis and collection programs and activities.
- Lead the collaboration and coordination with the IC Strategic Initiative Champions to determine their specific analytical information, metric, and assessment needs.
- Conduct quantitative and qualitative analyses to help scope, define, and prototype the IC's Strategic Initiatives.
- Conduct periodic assessments to gain a comprehensive understanding of the progress and impact of the IC Strategic Initiatives by applying the full-range of methodological quantitative or qualitative tools and approaches.
- Lead, plan, and direct the inclusion of the results of these analyses and findings into a broad range of well-crafted, insightful, and sophisticated products to brief senior IC leaders, engage IC and US Government practitioners, and support public engagements. Provide effective briefings to senior internal and external customers on the results of these analyses.
- Analyze, evaluate, and recommend the use of a wide range of innovative analytical tools that add value, rigor, and precision to research and analyses on current and future IC Strategic Initiatives.



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- Cultivate and maintain positive relationships with IC program assessment and systems analysis offices to drive the development of new and innovative methodologies and practices of the Strategic Initiatives Office.

## **Mandatory and Educational Requirements**

- Demonstrated ability to plan, research, develop and conduct complex analytical methodological analyses to provide information that meets the information needs of clients and contributes to the development of high-quality intelligence products.
- Extensive knowledge of analytical methods and tools in one or more of the following areas: statistics, program management, mathematics, operations research, computer or mathematical programming, survey research, strategy assessments, or design and analysis.
- Demonstrated ability to present high-level or controversial analytical interpretations to senior leaders; superior ability to clearly present information through the spoken or written word, interpret complex, technical information, and communicate effectively with customers.
- Demonstrated ability to plan, organize, implement or assess strategic initiatives in support of program requirements; contribute to the development of strategic and operational plans; and establish and implement short- and long-term operational goals and objectives.
- Demonstrated ability to establish regular contact and relationships across the IC and to demonstrate considerable tact, discretion, and persuasion in obtaining desired actions and/or outcomes.
- Demonstrated ability to drive the development of new and innovative approaches, policies, or processes.
- Strong ability to operate in fluid environments, take the initiative, and think creatively to advance the IC.

## **Desired Requirements**

- Experience: 10 years of related experience is preferred.
- Education: Bachelor's degree in quantitative or technical field of study (e.g. statistics, mathematics, computer science, physical science, economics, or GIS.)
- Certifications/Licenses: Depending upon assignment, may require Contracting Officer Technical Representative certification.

## **Key Requirements and How To Apply**

### **Internal ODNI Candidates:**

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



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- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (*Faith H.*) and bankssa@cia.ic.gov (*Sandra B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS



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are requested to submit their materials to both [portifa@dni.ic.gov](mailto:portifa@dni.ic.gov) (*Faith H.*) and [bankssa@cia.ic.gov](mailto:bankssa@cia.ic.gov) (*Sandra B.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_COO\\_TM\\_EEOD\\_RA\\_WMA@cia.ic.gov](mailto:DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov), by unclassified email at [DNI-EEOD\\_WMA@cia.ic.gov](mailto:DNI-EEOD_WMA@cia.ic.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**